# Adding Content to an Article

You must select the "Content" tab to enter your article text. Once you have set the article attributes you can begin to enter text using the built in **Editor**. Remember your article "*category*" must be set to the correct value for your article to be displayed correctly. The preferred formatting for your article is text only.  Remember Word documents contain HTML tags that will impact the web sites ability to control of the format of the content display.

Do not put the article title in your article.  The "*Title*" text you entered will be used as the article lead title.
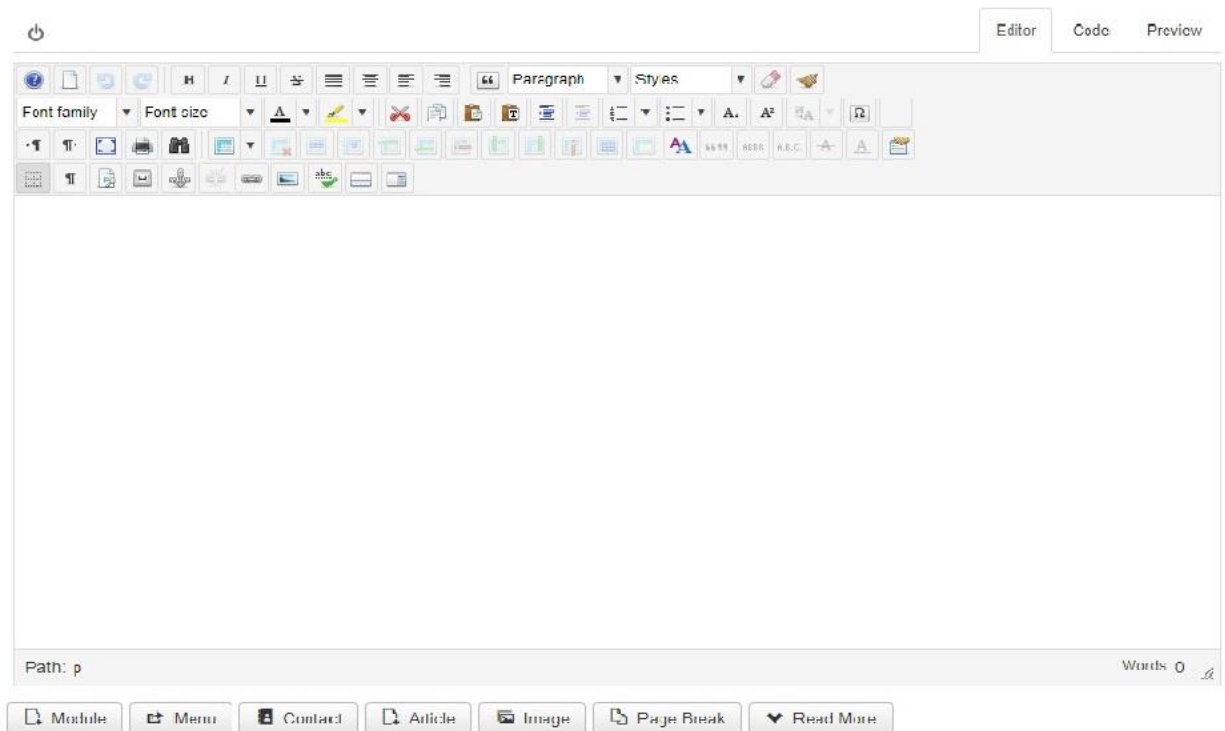


**Text Input and Formatting**

Place your cursor in the editor screen and paste your text using a the "Paste as Plain Text" Icon  in the second row of the editor menus. You may check for formatting by selecting **Editor** in the upper left of the editor. To insure the formatting of text is controlled by the web site open the drop down box labeled "Paragraph" and choose the type of HTML content that applies to your text. We want the font type, font size, color and other attributes to be set by the web style sheet using the tags below

- Paragraph – format for article text

- Headings – Use Heading 3 (H3) or above for sections in your article. H1, H2 are reserved for use in the newsletter templates.

Don't worry if the formatting is not exact the publisher will edit the formatting before publishing.

**Image Insert Methods**

Images may not be pasted into articles. An image file must be saved on the web site for you to insert it into your article.  Images may be inserted via one of two methods (Method 2 is preferred):

1. Using the Image insert ICON in the lower row of the editor tool bar

   For images that are already in the web site file system to be inserted at the current cursor position in the article.

2. Use the Image Insert Button in the bottom of the Editor

   Allows the user to select a file on their local device and upload it to the site and insert the selected file at the current cursor position in the article.

The image file should be saved in /files/newsletter for a newsletter article. Make sure you select the directory before you upload.
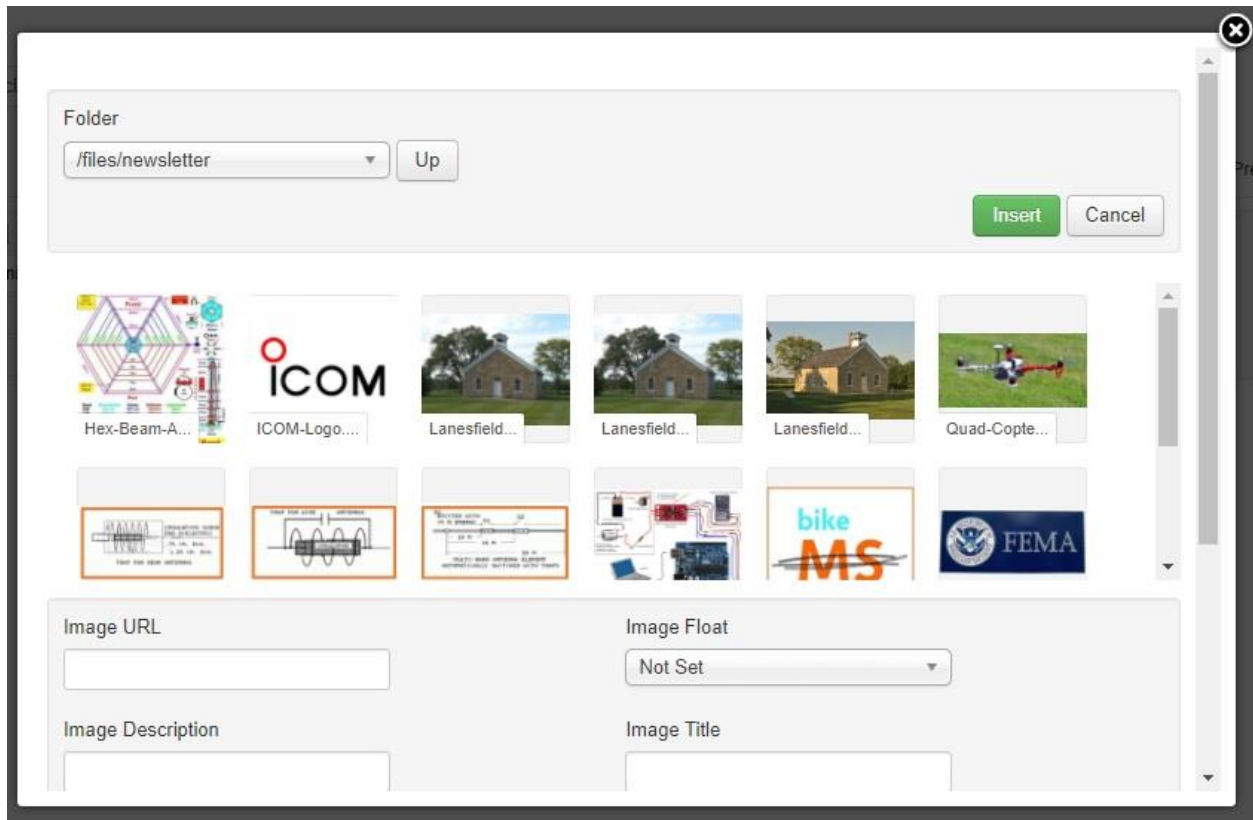
File names may not contain any spaces; use the underscore (aaa_bbb) in place of spaces. Once the image is on the site the process for inserting the image is the same.

**Uploading an Image**

At the bottom of the Image screen is the file upload option. Select "Choose Files" to upload an image from your local device. Select "Start Upload" once the file has been selected. ***Again, make sure you select the appropriate directory in the top of the screen before you upload a file***.
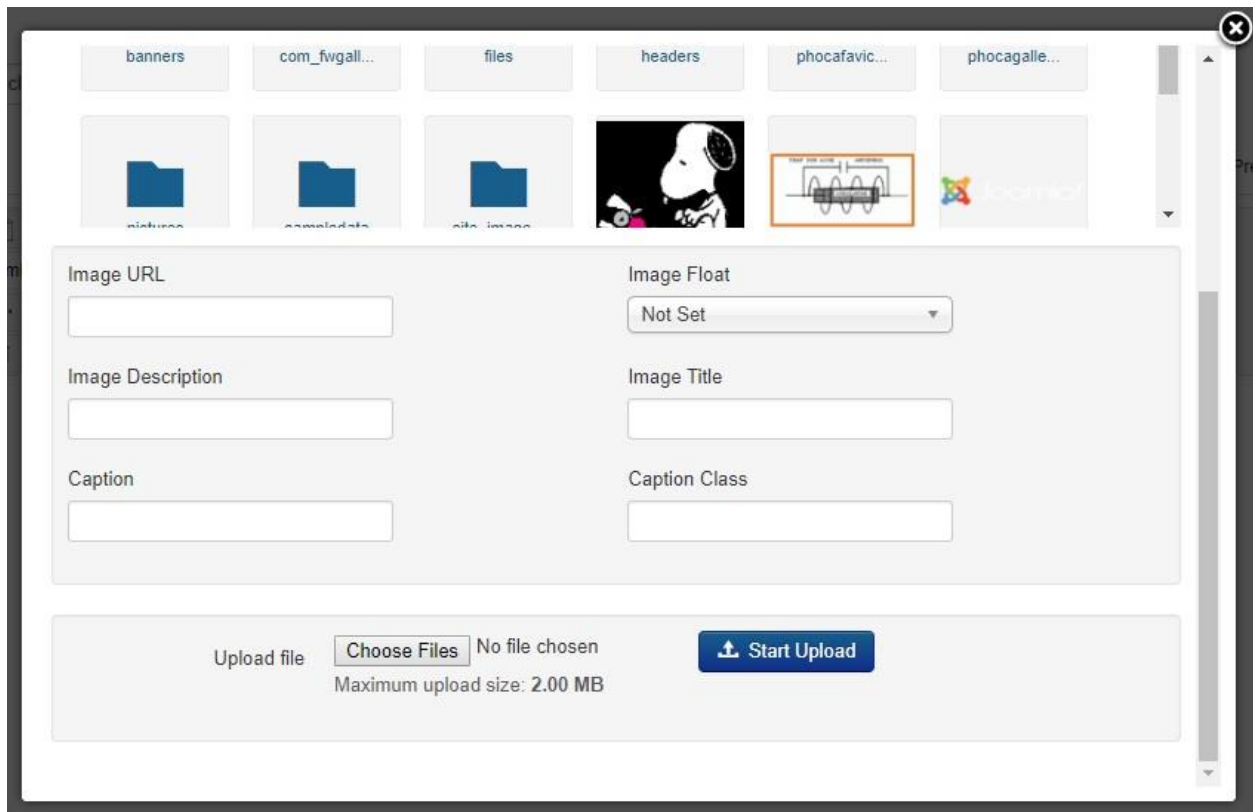


Once the file upload is complete go to the top section of the image screen and select the image you want to insert into your article.  The editor cursor must be in the location you wish to insert the image.
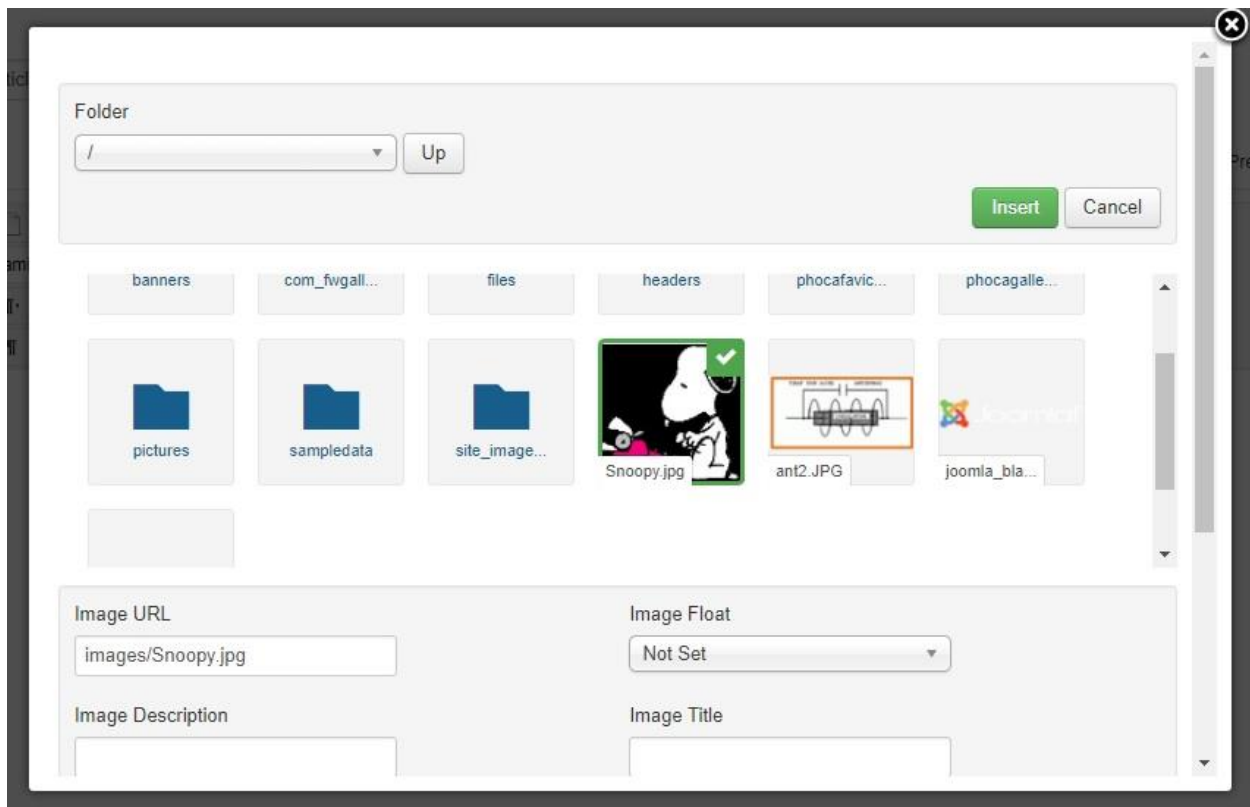
Click the image you wish to insert into your article and a check will appear on the image. Click "Insert" and the image will be inserted at the point where your cursor is placed in the editor screen.

Once your image is inserted go back to the editor and right click on the image and select "insert/edit image".
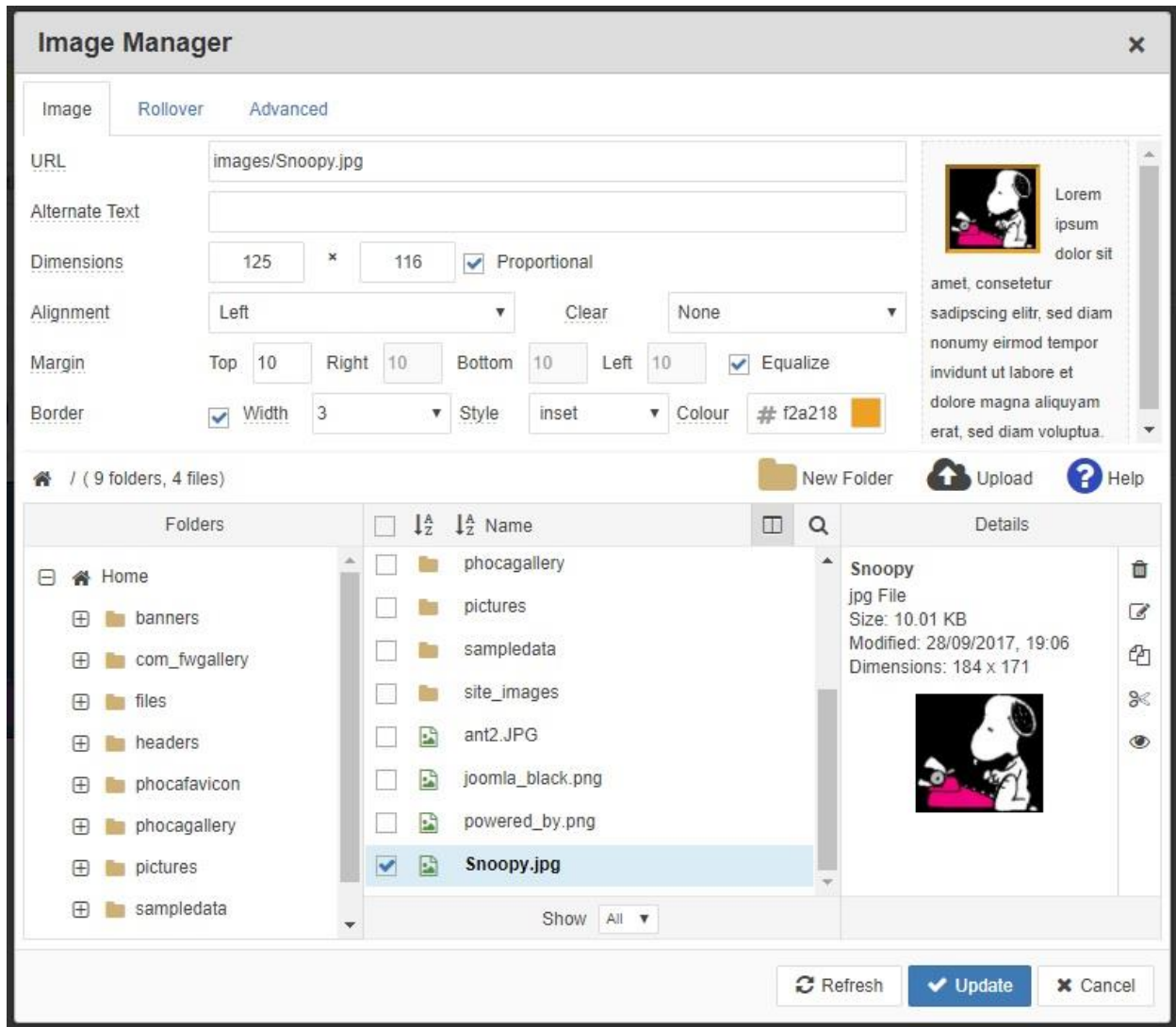


Enter the recommended values from the list below

- *Dimensions*: 125 x ___ enter width (first value) only and let the *Proportional* feature (boxed chucked) scale the height. For larger pictures use 250 x ___ . The scale is in pixels.
- *Alignment*: Left for most cases.
- *Clear*: None (set as needed to format your image/text, the upper right box shows the result)
- *Margin*: set top to 10, check *Equal Values*
- *Border: Width* = 3, *Style* = Inset, *Color* = #f2a218 (Orange)

Click Update to save your changes.

**Inserting Links**

Several types of links may be added to your article by selecting the *Insert/Edit Link* ICON in the Editor

tool bar        The following Link screen will be displayed:

You may insert several types of links from this screen:

- You may select from any of the site content type listed above under links; Contacts, Content (Articles), Menu, Weblinks (stored on the site) or by clicking the second ICON to the right of the URL field you may insert the following types of links.
- External links may be added by entering the URL into the URL field ( the preference is to store Weblinks in the Weblink application on the site)
- PDF files stored on the site may be added by clicking on the first ICON to the right of the URL field.
- Email links may be added by Clicking the *Letter ICON* to the far right of the URL field.

Set the *Target* property to "Open In New Window". This will make navigation back to your original page easier.

Click *Insert* when done to save your selections